

PLANNER _____
TELEPHONE _____
DATE _____

PROCESSING FEE: _____ (See Processing Fee/Deposit Section Below For Detailed Information)

CEQA FEE: _____ (California Environmental Quality Act Fee)

FAR FEE: _____ (Fire Authority Review Fee)

FILING INSTRUCTIONS FOR

The following instructions are intended to provide the necessary information for processing applications in the most expeditious manner possible. If you have any questions, you should consult with a member of the Development Processing Center staff.

The owner or agent/applicant shall bring all the exhibits described below into the Planning & Development Services Department (PDSD) Development Processing Center (DPC), 300 N. Flower Street, First Floor, Santa Ana, and ask for a planner. The planner will review the required exhibits and initiate the application. Processing fees will be paid at this time. To expedite the process, you may call for an appointment (834-5180 or 834-5146).

It should be noted that an administrative site development permit may be processed per Section 7-9-260.4(c) "Public Hearings" of the Orange County Zoning Code if the Director, PDSD, determines on a case-by-case basis that the public interest would be better served by a public hearing before the Zoning Administrator or Planning Commission. On cases where the Zoning Administrator is the approving authority, he may determine on a case-by-case basis that the public interest would be better served by a public hearing before the Planning Commission.

PROCESSING FEE/DEPOSIT:

A deposit must be filed with each application. Discretionary applications are processed on a cost recovery basis. Costs for staff time and any public hearings related to your project will be charged to your account. You must maintain these amounts on deposit throughout the time your project is being processed. You will be invoiced monthly to restore the deposit to its original amount. Any unused deposit remaining after work is completed will be returned to you. You may receive an invoice at the end of your project if costs in the final billing period exceed your amount on deposit. Invoices are

due and payable upon receipt and are delinquent 30 days after issuance. Failure to pay invoices will cause work on your project to cease.

Basic Requirements:

1. Plot Plan, elevations & Floor Plans – as described below.
2. Letter of Justification/Explanation – see page 3.
3. Legal Description – see page 4.
4. Ownership List, Map, and Envelopes for Public Notification – see page 6.
5. Signature Requirement – see page 4.
6. Planning Application Information Form – see page 4.
7. Environmental Information Form – see page 5.

Exhibits:

The owner or agent/applicant prepares the required exhibits listed below. All plans, legal descriptions and other documents must be submitted on sheets not less than 8½" x 11" in size.

Plans must be carefully drawn and easily readable. If the plan is not so drawn, it will not be accepted for filing. Maps shall be folded to a size not larger than 8" x 13" and assembled in sets prior to acceptance (see page 11).

The Approving Authority will not consider an application that is incomplete or incorrectly prepared. Particular attention should be given to the preparation of the plot plan. **The applicant or his agent must deliver the required exhibits; do not mail exhibits.**

1. **Plans** – _____ copies drawn to scale, dimensioned not less than 8½" x 11" in size and **shall** contain the following information:
 - a. Adequate identification of all lines shown on plot plan.
 - b. Title Block (name and address of property owner of record).
 - c. Scale and north arrow and date prepared.
 - d. Property lines of building site and their dimensions.
 - e. Ultimate street right-of-way lines designated.
 - f. Streets: location, name and width, and existing improvements including sidewalks.

- g. Easements: locations, purpose and width.
 - h. Buildings: existing and proposed, location and size, showing distances from property lines, existing and proposed rooflines.
 - i. Access (driveways, etc.): existing and proposed materials and dimensioned.
 - j. Fencing (walls): type, location, height and materials.
 - k. Retaining walls existing or proposed: type, materials, location and height.
 - l. Topography, if applicable, showing existing and proposed grades. If grading is proposed, include number of cubic yards.
 - m. Elevations and cross sections showing all dimensions if applicable, indicating materials and colors.
 - n. Parking areas designed to County Standards. Show typical space(s), and give a tabulation of required and proposed parking stall numbers.
 - o. Signs: location, type, height, dimensions, and a sign copy. Also, state if lighted and type of lighting.
 - p. Landscape areas (detailed landscape plans may be required after a project is approved).
 - q. Vicinity map. Use a scale of approximately 4" = 1 mile.
 - r. Floor plan (if required).
 - s. Planning Commission projects – () sets of reduced plans 11" x 17".
 - t. Planning Commission projects – Color graphics may be required (contact assigned staff planner).
 - u. Other
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2. Letter of Justification/Explanation – one copy written by the owner or agent/applicant which clearly describes and explains the following in detail.

- a. The proposed use.
- b. How the proposed use is justified in reference to Section 7-9-150.3(e) of the Orange County Zoning Code:
 - 1) **Compatibility.** The location, size, design, and operating characteristics of the proposed use will not create unusual noise, traffic or other

conditions or situations that may be objectionable, detrimental or incomplete with other permitted uses in the vicinity.

- 2) **General welfare.** The application will not result in conditions or circumstances contrary to the public health and safety and the general welfare.

c. If a variance is requested, the following justifications are required:

- 1) **Special circumstances.** There are special circumstances applicable to the subject building site which, when applicable zoning regulations are strictly applied, deprive the subject building site of privileges enjoyed by other property in the vicinity and subject to the same zoning regulations, when the specified conditions are complied with.
- 2) **No special privileges.** Approval of the application will not constitute a grant of special privileges which are inconsistent with the limitations placed upon other properties in the vicinity and subject to the same zoning regulations, when the specified conditions are complied with.

d. Incomplete information could result in delays in processing your application. Please provide all relevant information at the time of submittal.

3. **Legal Description of Existing Building Site** – one copy of recorded grant deed if property is not located in a recorded tract. Where parcels are lot(s) in a recorded tract, the information may be noted on the plot plan by Tract and Lot Number.
4. **Ownership List and Map** – see page 6 for notification map and mailing list instructions.
5. **Signature Requirement** – if the landowner does not sign the Planning Application, **when filing the project**, the owner's agent/applicant must have a notarized letter of authorization from the property owner in order to sign the Planning Application.
6. **Planning Application Information Form** – The space on the application for PROJECT DESCRIPTION **must** include a brief but concise project description. Attach an additional sheet if necessary. The PAIF is not the Planning Application. The Planning Application is computer generated at the time of filing using the information on the PAIF. See 5 above.
7. **Environmental Information Form** – All applications must be accompanied by a completed, typed Environmental Information Form. The form and instructions for its preparation are available from the DPC. All projects must receive and environmental determination prior to hearing or administrative decision.

FILING:

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PROCESSING NOTE:

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NOTIFICATION MAP AND MAILING LIST INSTRUCTIONS

Required Notification of Nearby Property Owners in Connection with Applications for Public Hearing (300') or for Administrative Action (100').

I. The owner or agent/applicant is responsible for the following steps in the notification process:

- A. Preparation of a "Notification Map" (one copy) (see page 9).
- B. Compilation of the "Mailing List" (one copy) (see page 10).
- C. Preparation of the envelopes (see page 7).
- D. Submittal to the Planning & Development Services Department.

II. PROCEDURE

A. Preparation of the "Notification Map."

- 1. Obtain the Assessor's Parcel (AP) number(s) from the Assessor or tax bill for the property concerned.
- 2. Locate the subject parcel on the proper page of the Assessor's map books in Room 147, Building 12, 400 Civic Center Drive West.
- 3. With the scale shown on the AP map, measure 300' from all of the exterior boundaries of the subject map to determine the AP book pages required to prepare a "notification map." Draw the 300' line on all AP pages. **NOTE:** If application is for Coastal Development Permit (CD), an additional 100' radius tenant map will be required. See Planner for details.
- 4. If the maps are the same scale, the most convenient method of determining the notification areas is to "cut and paste" the maps together in such a manner that the subject parcel is in the center and all parcels and their numbers with 300' are clearly shown. Some adjustments or sketching may be required when maps are of different scales.

B. Compilation of the "Mailing List."

- 1. A "Parcel List" is then prepared by noting the AP numbers of parcels, all or part of which are within the 300' notification area. The numbers are to be listed in ascending numerical order with the subject parcel number at the beginning of the list.
- 2. The "Mailing List" may be properly prepared in two ways:

- a. Type the owner's name and address (including zip code) for each parcel as obtained from the Assessor's numerical parcel list.

Copy of the list will be required for the department file (see C1 below).

or

- b. Purchase the list of owner's names by pages from the Assessor with necessary assistance from the Assessor's Public Service counter personnel. Make a check mark beside each name to be notified.
3. You must certify to the accuracy and completeness of the list by owner or agent signature in the appropriate box. An incomplete list, discovered after a project is approved, may negate such approval.
4. Add name and address of Agent (if any) to end of the list.

C. Preparation of the Envelopes.

1. The owner's name and address, including zip code, shall be typed (or pasted) on business (4" x 9") size envelope with a first class postage **stamp** for each property owner on the list. **DO NOT USE A POSTAGE METER.** The parcel number may be included for convenience.
2. Only one envelope need be prepared for property owners of more than one parcel which is to be mailed to the identical address.
3. DO NOT use envelopes that have a printed return address. Return address will be stamped on envelopes by the department.

D. Submittal to the PDSD.

The notification map, mailing list, and envelopes shall be submitted to the PDSD at the time of filing and application and payment of the required fee.

FILING HOURS

8:00 a.m. – 3:30 p.m., Monday – Friday

The application will be accepted for filing only after a planner has reviewed material for completeness. It is recommended that one set of completed project plans be shown to a DPC Planner for review prior to submittal of all the required copies.

PROPERTY OWNERS LIST

Case # _____
 Number of Notices _____
 Date Mailed _____

I certify that this list includes all of the persons listed on the latest adopted Orange County Tax Roll as the legal owners of all parcels of land within (300'/100') of the exterior boundaries of the attached legally described parcel of land which is the subject property of the above numbered application in accordance with Section 7-9-150 of the Zoning Code.

 Signature

SUBJECT PROPERTY

NAME	ADDRESS	ASSESSOR'S PARCEL NO.
Your Name	12 Via Montanero	833-233-1
John/Jane Doe	38 Via Solano	833-233-01
" "	40 " "	833-233-02
" "	42 " "	833-233-03
" "	3 Via De La Mesa	833-233-04
" "	5 " " " "	833-233-05
" "	7 " " " "	833-233-06
" "	9 " " " "	833-233-07
" "	11 " " " "	833-233-08
" "	13 " " " "	833-233-09
" "	15 " " " "	833-233-10
" "	17 " " " "	833-233-11
" "	19 " " " "	833-233-12
" "	21 " " " "	833-233-13
" "	23 " " " "	833-233-14

S A M P L E

1st STEP Fold all maps and drawings to a finished size of 8" x 11". Fold first from left to right with 8" folds. If the size of the map or drawing exceeds equal folds of 8", adjust next to the last fold, to allow a final fold of 8".

2nd STEP Fold from top to bottom with 13" folds, leaving tract number clearly in view.